

JOB ANNOUNCEMENT
VACANCY #03-AD-DCPS-0002

Agency:	D.C. Public Schools
Division/Unit:	
Position:	Office Assistant
Grade/Step:	DS-3/4
Salary Range:	\$7,872
Area of Consideration:	Unlimited
Opening Date:	12-2-02
Closing Date:	Open until filled
Number of Vacancies:	One

Position Description:

The incumbent provides administrative assistance to the Office Manager and Executive Staff members. Conducts the non-technical aspects of administrative and clerical functions pertinent to the smooth and efficient operation of the Office of the CFO. Receives and reviews incoming mail, establishing control on certain items and routes mail to branches, retaining items of special importance for the personal attention of the CFO. Screens calls and answers inquiries as accurately and factually as possible, referring specialized inquiries to the supervisor, accountants, payroll specialists, accounts payable specialists, or other related school or D.C. Government offices. Assist in setting up and maintaining calendar of appointments and meetings. Types a variety of reports, letters, confidential memoranda and general correspondence.

Position requires knowledge of the educational programs of the School System as they related to the clerical and administrative functions with the ability to use tact and diplomacy in communicating with persons both inside and outside of the office. Must be experienced in spreadsheet, database, and word processing software with knowledge of grammar, spelling, punctuation and required formats. This is a temporary position not to exceed six (6) months.

Submission Information:

To: Office of Government Business and Human Capital
Recruitment Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413
Email: HR-OTR@dc.gov

Submission Materials: DC2000 (employment application) or Resume with cover letter and salary history

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.